

ADM-16.10, "Surplus Property Disposal," October 1, 2009

SCDC POLICY/PROCEDURE

NUMBER:ADM-16.10

TITLE:SURPLUS PROPERTY DISPOSAL

ISSUE DATE: OCTOBER 1, 2009

RESPONSIBLE AUTHORITY: DIVISION OF BUDGET AND FINANCE

OPERATIONS MANUAL:ADMINISTRATION

SUPERSEDES: ADM-16.10 (May 1, 2008); (March 1, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 20-14 A &B , 13-6

ACA/CAC STANDARDS:4-ACRS-7D-25, 4-4037

STATE/FEDERAL STATUTES: S.C. Budget and Control Board Regulations 19-410 and 19-445.2150

THE LANGUAGE USED IN THIS POLICY/PROCEDURE DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS POLICY/PROCEDURE DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY/PROCEDURE, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE: To provide guidelines for the disposal of surplus property.

POLICY STATEMENT: To promote fiscal and environmental responsibility, the South Carolina Department of Corrections (SCDC) will ensure that all surplus items are screened for salvage ability prior to disposal in accordance with all applicable state statutes and regulations.

SPECIFIC PROCEDURES:

1. All state owned property (fixed and non-fixed assets) defined as unserviceable, not in actual use or in demand by the agency must be processed as surplus and/or salvage prior to its disposal. The Division Director of Budget and Finance will be responsible for all property declared surplus and/or salvage.

2.The Institutional/Divisional Fixed Asset Custodian must check with the appropriate Program Supervisor (e.g. Superintendent for Education, Director of Transportation, etc.) prior to completing SCDC Form 20-14 A&B, "Surplus/Salvage Turn-In Document."

2.1 If the item(s) is needed by the program and is transferred to another location, SCDC Form 13-6, "Fixed Asset Update Form," should be completed and sent to the Senior Accountant for Fixed Assets, by the program.

2.2 If the item(s) is not needed by the program, or does not belong to a specific program, the item(s) should be advertised on a system message by the Institutional/Divisional Fixed Asset Custodian. If the item(s) is transferred to another location, SCDC Form 13-6 should be completed by the Institutional/Divisional Fixed Asset Custodian and sent to the Senior Accountant for Fixed Assets.

2.3 If the item(s) is not needed by the Agency, SCDC Form 20-14 A&B will be forwarded to the Senior Accountant for Fixed Assets by the Institutional/Divisional Fixed Assets Custodian.

3. All SCDC Forms 20-14A&B are to be processed through the Institutional/Divisional Fixed Asset Custodian, who will ensure proper completion and authorization before submission to the Senior Accountant for Fixed Assets in the Division of Budget and Finance.

4. SCDC Form 20-14A&B must be completed in its entirety. Line #6, "Report Approved By," is to be signed by the Warden/Division Director or Designee. If program specific, the program supervisor can be the approving authority.

4.1 All Information Technology (IT) equipment must be processed through the Division of Resource and Information Management (RIM) prior to being salvaged/surplused by the Institutional/Divisional Fixed Asset Custodian.

4.2 The Division Director of Transportation, and the Division Director of Facilities Management or an approved designee will notify the Senior Accountant of Fixed Assets of all surplus/salvage moveable fixed and non-fixed assets equipment, and power tools prior to disposal. (NOTE: See SCDC Policy/Procedure OP-20.02, "Transportation Management," for specific information regarding the disposal of Agency vehicles.)

5. The Senior Accountant for Fixed Assets will submit the Surplus Property Turn-in Document (TID) to the State Surplus Property Office (SSPO) for final disposal or sale approval. A representative from the SSPO may be sent to the declaring Budget Unit to screen all, or some of the items identified as surplus (usable). (NOTE: No disposal of property is allowed until final approval is received from SSPO.) Efforts should be made to consolidate surplus property in a central location within the institution/facility.

6. When an item is determined to be junk (this includes items that have been or will be cannibalized), the item will be submitted on the (TID) to the (SSPO) for final approval. A representative from the SSPO may be sent to the declaring budget unit to screen any/some of the items identified as junk. (NOTE: No disposal of property is allowed until final approval is secured from the SSPO .)

7. The SSPO will indicate by signature and marking "J" on items to be disposed of by the institution and "S" on salvageable items that will be picked up by State Surplus. The SSPO representative will have the final determination. Once the item(s) is declared junk, it is to be removed from the institution/division promptly.

Employees are prohibited from removing the item(s) from SCDC premises for personal use. Removing such item(s) for personal use will result in corrective action being taken.

8. No Facility or Division may dispose of any property prior to final approval by the SSPO. Disposal prior to approval is defined as an unauthorized disposal, which requires corrective action and/or possible liability. Copies of approved surplus property TIDs will be returned to the responsible Institutional/Divisional Fixed Asset Custodian, (assigned by each Warden/Division Director).(4-ACRS-7D-25, 4-4037)

9. The SSPO will schedule surplus property vehicles to pick up property in salvageable condition. Items approved for disposal by the SSPO will be disposed of at the institution or forwarded to the Recycling Center. Divisions within the Headquarters Complex and facilities within the Broad River Complex will contact the Recycling Center to arrange pickup. (See also SCDC Policy/ Procedure ADM-16.07, "Agency Recycling Program" for a listing of acceptable items for disposal.)

10. It will be the responsibility of the Senior Accountant for Fixed Assets to ensure collection of all revenue from all surplus/salvage disposals and moveable property.

#### 11. DEFINITIONS:

Junk refers to state owned equipment having no remaining useful life.

Information Technology equipment will include, but not be limited to, Personal Computers (PCs), printers, fax machines, servers, monitors, dumb terminals, etc.

SIGNATURE ON FILE

—

s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.